

JOB DESCRIPTION AND PERSON SPECIFICATION

<u>Job Title:</u> Catering Supervisor	<u>Grade:</u> C (point range 4-6)
<u>Job Family:</u> Facilities Support	
<u>Overall Purpose of Job:</u> As the Catering Supervisor of a school with less than 1000 students, you will support the Catering Manager to ensure the provision of a high-quality catering service through effective supervision of staff including preparing and cooking meals and planning menus to ensure dietary needs are catered for.	
<u>Main Responsibilities:</u> 1. You will supervise the day to day running of the kitchen and dining area(s) including carrying out general catering staff duties. 2. You will prepare and cook meals, using fresh ingredients wherever possible, for pupils and staff, which are nutritional, varied and well received. 3. You will support the Catering Manager, where required, in planning menus to meet specification and recommended nutritional guidelines, including special promotions, ensuring food choices cater for special dietary needs for individual pupils and staff. 4. You will ensure that all meals are produced by the recommended methods. 5. You will ensure the required standards of cleanliness of the kitchen and serving area(s) and all equipment are always achieved. 6. You will ensure that the necessary standards of food hygiene are always met. 7. You will assist with ordering of all commodities from approved suppliers and control of all stocks on site. 8. You will assist with stock takes, as and when required. 9. You will support catering requirements for out of school activities, including educational visits, lettings and training days (given advance notification). This may involve events after school or in the evening, e.g., parents' evenings. 10. You will ensure that Health and Safety standards are always achieved. 11. You will undertake additional Health and Safety training as necessary. 12. You will ensure that all equipment failures are reported in a timely fashion to the Catering Manager for repair. 13. You will support staff development in the essential job skills and help to encourage colleagues. 14. You will promote a positive and supportive working atmosphere in the kitchen team. 15. You will encourage pupils and visitors to use the catering facilities. 16. You will promote an efficient and polite service and good customer relations. 17. You will work closely with all staff to ensure a smooth and pleasant eating experience. 18. You will complete all appropriate documentation and returns according to school policy. 19. You will support on the job training and induction of new staff, as required and highlight any beneficial formal training for staff with the Catering Manager. 20. You will attend any staff meetings or training courses necessary to promote good working practices within the team. <u>General</u> 21. You will be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person without delay. 22. You will participate in training and other learning activities and performance development as required.	

23. You will ensure you carry out your role in a way that demands high standards whilst supporting inclusion and welcoming diverse thinking.
24. You will ensure strict confidentiality in all areas of work.
25. You will work and process personal and sensitive information in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR).
26. You will ensure work is conducted in a way that protects the safety and security of information (e.g., strong passwords, reporting breaches, securing paper records, securely disposing of records).
27. You will understand and comply with the statutory guidance regarding safeguarding of children, always ensuring the safeguarding and promotion of children's welfare, reporting any concerns to the Designated Safeguarding Officer at once.
28. You will always comply with the Trust's policies and procedures.
29. You will undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Knowledge, Skills and Experience

Essential

- GCSE Grade C/4 or above, or equivalent, in Maths and English (C)
- Level 2 Food Hygiene qualification (or willingness to work towards this within a set timeframe) (C)
- Good knowledge of current food legislation regarding food hygiene and health and safety in the kitchen environment (A/I)
- Practical experience of large-scale catering, preferably in a school setting (A/I/R)
- Practical experience of maintaining high levels of personal/general cleanliness and hygiene to comply with both school and statutory regulations (A/I)
- Practical experience of planning, preparing and presenting nutritional and varied food and beverages to the required standard within budget limitations (A/I)
- Experience of effectively using kitchen and cleaning equipment (A/I)
- Experience of providing timely and accurate management information (A/I)
- Good understanding and experience of responding appropriately to differing needs of pupils and adults (A/I)
- Able to relate well to children and adults (A/I)
- Able to work constructively as part of a team and on own initiative (A/I/R)
- Commitment to self and team development (A/I)
- Good ICT skills (A/I)
- Ability to write menus (A/I)
- Ability to work well in a pressured environment (A/I/R)
- Able to maintain a safe, calm and happy ethos (A/I)

Desirable

- NVQ Level 2 Food preparation and cooking qualification, or equivalent (C)
- Working in a school canteen or kitchen environment (A/I)
- Working in large premises (A/I)

Key: C – Certificate; A – Application Form; I – Interview; R - Reference

Behaviours

- Proactive
- Organised
- Calm
- Team Player
- Flexible
- Clear communicator
- Reliable
- Personable
- Trustworthy

Contacts and Relationships

Managers – in contact with the Principal/Head of Academy/Senior leaders within the academy

Support Staff – in regular contact with support staff who are involved in cleaning, catering, site supervision and health and safety.

Trust Staff – in contact with the wider catering team (e.g., Regional Catering Manager) and other Trust staff (e.g., Executive Leaders)

External – in contact with suppliers/contractors as required.

Note:

This job description is provided for guidance only and does not form part of the contract of employment.

The post holder will be subject to an enhanced DBS check with barred list.